

PHA 5-Year and Annual Plan	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires 4/30/2011
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1.0	PHA Information PHA Name: SCOTLAND COUNTY PUBLIC HOUSING AGENCY PHA Code: MO200 PHA Type: <input type="checkbox"/> Small <input checked="" type="checkbox"/> High Performing <input type="checkbox"/> Standard <input checked="" type="checkbox"/> HCV (Section 8) PHA Fiscal Year Beginning: (MM/YYYY): 01/2010					
2.0	Inventory (based on ACC units at time of FY beginning in 1.0 above) Number of PH units: 0 Number of HCV units: 329					
3.0	Submission Type <input type="checkbox"/> 5-Year and Annual Plan <input type="checkbox"/> Annual Plan Only <input checked="" type="checkbox"/> 5-Year Plan Only					
4.0	PHA Consortia <input type="checkbox"/> PHA Consortia: (Check box if submitting a joint Plan and complete table below.)					
	Participating PHAs	PHA Code	Program(s) Included in the Consortia	Programs Not in the Consortia	No. of Units in Each Program	
	PHA 1:				PH	HCV
	PHA 2:					
	PHA 3:					
5.0	5-Year Plan. Complete items 5.1 and 5.2 only at 5-Year Plan update.					
5.1	Mission. State the PHA's Mission for serving the needs of low-income, very low-income, and extremely low income families in the PHA's jurisdiction for the next five years: 1. To promote adequate and affordable housing, economic opportunity and a suitable living environment without discrimination for low-income, very low-income families, persons with disabilities or the elderly. 2. To provide quality, affordable housing and human resources for a special clientele that will promote self-sufficiency, as well as, to protect and serve the people of the community. 3. A top performing agency that provides quality and affordable housing; contributing to safe communities and encouraging individuals to become self-sufficient. 4. We actively and forcefully seek diversified, safe, sanitary, decent and affordable housing for (all) low and moderate income families. We are positive catalysts for Housing Authority to achieve this goal. We are advocates for families to rise from a dependent status to be proud, independent citizens. We promote all forms of constructive communication in: • Defining Our Programs • Education <u>All</u> Regarding Our Programs • Constantly Disseminating Essential Information • Training • Self-Sufficiency We will constantly reassure our residents of their own self-worth their equality to all and their value to the whole community. We will actively seek public/private partnerships for the betterment of low to moderate income housing. 5. The Housing Agency is committed to excellence in providing quality housing and an environment which will ensure all residents opportunity, access to resources, and the expectation that our communities will be a safe, secure place to live and realize their potential. To achieve the mission statement we will: • Recognize residents as our ultimate customer; and • Improve Agency management and service delivery efforts through effective and efficient management of Authority staff; and • Seek problem-solving partnerships with residents, community, and government leadership; and • Apply limited Agency resources to the effective and efficient management and operation of public housing programs.					

5.2	<p>Goals and Objectives. Identify the PHA's quantifiable goals and objectives that will enable the PHA to serve the needs of low-income and very low-income, and extremely low-income families for the next five years. Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan.</p> <p>The Scotland County Public Housing Agency (SCPHA) is a rural area wide Public Housing Agency composed of the County Courts of Adair, Clark, Knox, Schuyler and Scotland Counties. These county courts have joined together in a cooperative effort of improving the housing opportunities available to the residents of their respective counties. Scotland County is designated the signatory county to sign official documents. The Scotland County PHA has contracted the Northeast Missouri Regional Planning Commission/Rural Development Corporation as the administrative agency. The NEMO RPC/RDC has the delegated and contractual authority to administer the Housing and Urban Development Section "8" Housing Choice Voucher Program on behalf of the Scotland County PHA in the five county service area listed above.</p> <p>The Section 8 Program is designed to achieve three major objectives:</p> <p>To provide decent, safe, and sanitary housing for very low income families while maintaining their rent payments at an affordable level. To promote freedom of housing choice of very low income families of all races and ethnic backgrounds. To provide an incentive to private property owners to rent to very low income families by offering timely assistance payments. The SCPHA has met these goals consistently in the last five years.</p>
6.0	<p>PHA Plan Update</p> <p>(a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission: The SCPHA has included the Victims Against Woman and Justice Department Reauthorization Act of 2005 in the administration of their program. The PHA includes the form HUD – 52641-A in all tenant briefing packets. All applicants are now screened for previous assistance prior to acceptance into the program.</p> <p>(b) Identify the specific location(s) where the public may obtain copies of the 5-Year and Annual PHA Plan. For a complete list of PHA Plan elements, see Section 6.0 of the instructions.</p> <p>The public may view and obtain copies of the Scotland County PHA 5-Year and Annual PHA Plan and Administration Plan which has the following elements included: Eligibility, Selection and Admission Policies, Financial resources, Rent Determinations, Operation and Management, Grievance Procedures, Civil Rights Certification and Violence Against Women Act at the administrative offices at 326 East Jefferson, Memphis, MO 63555. Appointment may be made at 660-465-7281.</p>
7.0	<p>Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers. Include statements related to these programs as applicable.</p> <p>Scotland County PHA does not have the staff to administer the Homeownership Program.</p>
8.0	<p>Capital Improvements. Please complete Parts 8.1 through 8.3, as applicable.</p> <p>N/A</p>
8.1	<p>Capital Fund Program Annual Statement/Performance and Evaluation Report. As part of the PHA 5-Year and Annual Plan, annually complete and submit the <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i>, form HUD-50075.1, for each current and open CFP grant and CFFP financing.</p> <p>N/A</p>
8.2	<p>Capital Fund Program Five-Year Action Plan. As part of the submission of the Annual Plan, PHAs must complete and submit the <i>Capital Fund Program Five-Year Action Plan</i>, form HUD-50075.2, and subsequent annual updates (on a rolling basis, e.g., drop current year, and add latest year for a five year period). Large capital items must be included in the Five-Year Action Plan.</p> <p>N/A</p>
8.3	<p>Capital Fund Financing Program (CFFP).</p> <p><input type="checkbox"/> Check if the PHA proposes to use any portion of its Capital Fund Program (CFP)/Replacement Housing Factor (RHF) to repay debt incurred to finance capital improvements.</p> <p>N/A</p>
9.0	<p>Housing Needs. Based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data, make a reasonable effort to identify the housing needs of the low-income, very low-income, and extremely low-income families who reside in the jurisdiction served by the PHA, including elderly families, families with disabilities, and households of various races and ethnic groups, and other families who are on the public housing and Section 8 tenant-based assistance waiting lists. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location.</p> <p>The Scotland County PHA has completed its planning requirements for the period 2010 and submits this assurance that the content is consistent with the following features found in the State of Missouri (Draft) Consolidated Plan FY 2008 - 2012.</p> <ul style="list-style-type: none"> The PHA provides affordable housing to one or more of the categories of persons listed as priorities in the State's Consolidated Plan: low-income households and single-parent households; large low-income households; elderly low income households; homeless persons and families; persons with special needs; and low and moderate income households in areas experiencing rapid economic and population growth. The PHA provides technical assistance to their tenants regarding access to home ownership programs and actively provides a link to those tenants and program providers. The SCPHA understands their important role in the public participation process for the Consolidated Plan and provides a similar opportunity to their tenants both as a voice in the planning process statewide but also to the planning process of the PHA. The SCPHA recognizes the findings of the state's Impediments to Fair Housing Choice and the five categories that the impediments have been placed in: (1) the lack of knowledge or education regarding individual housing rights; (2) the "income factor", (3) discrimination; (4) the lack of affordable housing; and (5) certain ordinances, regulations, and policies. And, the PHA will participate with the state to eliminate the impediments relevant in their area. The PHA will request materials and assistance from the state and provide the same to their tenants. SCPHA is trying to keep their Section 8 lease-up rates up by marketing landlords through advertising and briefings. Even with lack of funds, they will try to maintain their Payment Standards at 100% in order for the assisted to afford housing in safe and decent neighborhoods.

9.1	<p>Strategy for Addressing Housing Needs. Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. Note: Small, Section 8 only, and High Performing PHAs complete only for Annual Plan submission with the 5-Year Plan.</p> <p>SCPHA faces staffing and funding constraints, which makes operating the program in five offices in five counties a challenge. The Scotland County PHA has a constant mission of informing landlords in the area about the availability of the program and how the assistance to an applicant applies to their rental. Continuing education to landlord and applicants is everyone's goal who administers the program. The SCPHA's waiting list is currently open and the agency is providing assistance to applicants as they qualify. The agency may have to hold vouchers a few months during the year but does not anticipate closing the waiting list.</p>
10.0	<p>Additional Information. Describe the following, as well as any additional information HUD has requested.</p> <p>(a) Progress in Meeting Mission and Goals. Provide a brief statement of the PHA's progress in meeting the mission and goals described in the 5-Year Plan. SCPHA has maintained their mission and goals from the previous 5-year plan. They have maintained better than 98% lease up rate and use of HAP allowed by HUD.</p> <p>(b) Significant Amendment and Substantial Deviation/Modification. Provide the PHA's definition of "significant amendment" and "substantial deviation/modification". Significant amendment and substantial deviation/modification would be any changes in admission policies of the waiting list. There have been no changes except to add eligibility of women which can claim assistance through the VAWA.</p>
11.0	<p>Required Submission for HUD Field Office Review. In addition to the PHA Plan template (HUD-50075), PHAs must submit the following documents. Items (a) through (g) may be submitted with signature by mail or electronically with scanned signatures, but electronic submission is encouraged. Items (h) through (i) must be attached electronically with the PHA Plan. Note: Faxed copies of these documents will not be accepted by the Field Office.</p> <p>(a) Form HUD-50077, <i>PHA Certifications of Compliance with the PHA Plans and Related Regulations</i> (which includes all certifications relating to Civil Rights)</p> <p>(b) Form HUD-50070, <i>Certification for a Drug-Free Workplace</i> (PHAs receiving CFP grants only)</p> <p>(c) Form HUD-50071, <i>Certification of Payments to Influence Federal Transactions</i> (PHAs receiving CFP grants only)</p> <p>(d) Form SF-LLL, <i>Disclosure of Lobbying Activities</i> (PHAs receiving CFP grants only)</p> <p>(e) Form SF-LLL-A, <i>Disclosure of Lobbying Activities Continuation Sheet</i> (PHAs receiving CFP grants only)</p> <p>(f) Resident Advisory Board (RAB) comments. Comments received from the RAB must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the recommendations and the decisions made on these recommendations.</p> <p>(g) Challenged Elements</p> <p>(h) Form HUD-50075.1, <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> (PHAs receiving CFP grants only)</p> <p>(i) Form HUD-50075.2, <i>Capital Fund Program Five-Year Action Plan</i> (PHAs receiving CFP grants only)</p>

11.0 (f) The Scotland County PHA did not receive any recommendations or comments for changes to their policies from the Advisory Board.

VIOLENCE AGAINST WOMEN EVICTION PROTECTION

SCPHA shall educate the appropriate staff regarding the general guidelines for SCPHA housing assistance.

Implementation of the Violence Against Women and Justice Department Reauthorization Act of 2005

Public Law 109-162, known as the “Violence Against Women and Department of Justice Reauthorization Act of 2005” (VAWA), was enacted on January 5, 2006. The legislation finds a strong link between domestic violence and homelessness and its purpose is to reduce crime and prevent homelessness for victims. The VAWA contains many provisions that apply to federally assisted housing programs, with specific regulations relevant to the Section 8 and Low Income Public Housing Programs. As a publicly funded agency, and in compliance with the intent of the legislation, SCPHA is implementing similar non-discriminatory procedures within all its housing programs in order to protect victims of domestic violence, dating violence, sexual assault, or stalking and their families.

VAWA defines certain terms as follows:

“Domestic violence” includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabiting with or has cohabited with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction.

“Dating Violence” means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

“Stalking” means to follow, pursue, or repeatedly commit acts with the intent to kill, injure, harass, or to intimidate another person and to place under surveillance with the intent to kill, injure, harass or intimidate another person and in the course of, or as a result of, such following, pursuit, surveillance or repeatedly committed acts, to place a person in reasonable fear of the death of, or serious bodily injury to, or to cause substantial emotional harm to that person; a member of the immediate family of that person; or the spouse or intimate partner of that person.

“Immediate Family Member” means a person’s spouse, parent, brother, sister, or child, or an individual to whom that person stands in loco parents; or any other person living in the household of that person and related to that person by blood or marriage.

VAWA provides protection to both applicants and participants in federally funded housing assistance programs. The law states that an applicant or participant is or has been a victim of domestic violence, dating violence, or stalking is not an appropriate basis for denial of program assistance or denial of admission, if the applicant otherwise qualifies for the program. It also states that an incident or incidents of actual or threatened domestic violence, dating violence, or stalking will not be construed as a serious or repeated violation of the lease by the victim or threatened victim of that violence and shall not be good cause for terminating the assistance, tenancy, or occupancy rights of the victim of such violence. The provisions of VAWA do not apply to private landlords who are not receiving any type of federal subsidy.

Program applicants and participants/tenants are also entitled to notification of their rights and protections under VAWA. These procedures establish how and when these persons are to be notified, how lease violations are to be handled, and client certifications required.

Required Proof or Certification of Victim’s Status:

- I. Any tenant claiming protection under the VAWA may be required to provide proof or “certification” of the violence.
- II. Certification or proof must be requested in writing.

- III. The tenant or victim is not required to:
 - a. Have or obtain a restraining order or protective order from the courts
 - b. Call the police or have a police (official government) report of the incident
- IV. Acceptable verification includes:
 - a. Court record
 - b. Police (law enforcement) record
 - c. Statement from a victim service provider, medical professional or lawyer containing:
 - i. Statement the individual helped the tenant address the violence
 - ii. Name of the perpetrator
 - iii. Statement under penalty of perjury that the provider believes the incident or incidents are bona fide incidents of abuse
 - iv. Tenant must also sign or attest to the provider's statement
- V. Tenant has a minimum of fourteen (14) business days to provide the requested proof.

Confidentiality:

Any information provided to the Housing Agency or its staff regarding incidents of abuse must be kept confidential. Such information will not be entered into computer data or notes or shared with any other entity.

- I. Staff may not disclose:
 - a. Tenant is a victim of domestic violence, dating violence or stalking.
 - b. Any details regarding allegations or incidents of abuse.
- II. Staff may disclose information:
 - a. At the written request of the victim,
 - b. Required for use in an eviction proceeding, or
 - c. If disclosure is otherwise required by law.

Additionally, the McKinney-Vento Homeless Assistance Act has been amended to prohibit victim service providers from providing personally identifying information to HUD's Homeless Management Information system (HMIS). Personally identifying information includes names, addresses, and social security numbers. Staff must be particularly careful to ensure victim information is retained in confidence when working with these service providers.

Applications:

All applicants for SCPHA-operated housing programs shall receive notification of their rights under VAWA.

- I. **During the initial intake interview all applicants shall be:**
 - a. **Advised of their rights under VAWA**
 - b. **Issued a cover letter and notice entitled "Rental Assistance Program Applicants' Notice on Violence Against Women Eviction Protection"**
 - c. **Allowed to provide certification of victim status if there are incidents that might result in a denial/withdrawal based on criminal or tenancy history**
- II. **At the Section 8 voucher briefing**
 - a. **Voucher holders will be reminded of their rights under VAWA and the documents issued at the initial interview. Copies of notification documents will be made available to applicants again as needed.**
 - b. **Staff will explain that private landlords are not bound by VAWA but those receiving federal subsidies are.**
 - c. **Staff will explain the process to request a transfer voucher.**
- III. **During any lease up process**
 - a. **All participants will be reminded of their rights under VAWA.**
 - b. **Copies of notification documents will be provided to tenants again, as needed.**

Section 8 Housing Choice Voucher Program:

The provisions of the VAWA apply to both tenant-based and project-based portions of the Section 8 Housing Choice Voucher Program. All Section 8 tenants shall receive notification of their rights under the VAWA. Criminal activity directly relating to domestic violence, dating violence, or stalking, engaged in by a member of a tenant's household or any guest or other person under the tenant's control will not be used as the basis for termination of assistance, tenancy or occupancy rights if the tenant or an immediate family member tenant's family is the victim or threatened victim of such violence. Additionally, a victim is generally entitled to a transfer voucher (including portability to another jurisdiction) to protect the health and safety of the family. However, an individual who is a lawful tenant may be evicted/terminated if that individual engages in criminal acts of physical violence against family member or others.

- I. At the initial lease up participants receive notice of their rights as an applicant during the application interview and during the Section 8 briefing.**
- II. At each annual reexamination:**
 - a. The Housing Specialist will issue the notice entitled "Low Income Public Housing Notice on Violence Against Women Eviction Protection."**
 - b. The Housing Specialist will explain the participant's rights.**
- III. If a participant requests a transfer to another unit because of domestic violence, dating violence, or stalking a transfer voucher may be issued if:**
 - a. The tenant provides certification of the incident(s) of violence.**
 - i. The Housing Specialist will issue written notice to provide the certification by a specified deadline.**
 - ii. The Housing Specialist will give the tenant a minimum of 14 business days to provide the certification.**
 - b. The tenant has complied with all obligations of the Section 8 program;**
 - c. If the participant has already moved out of the assisted unit, program assistance will be continued if:**
 - i. The participant moved to protect the health and safety of the individual who has been or is the victim of domestic violence, dating violence, or stalking;**
 - ii. The participant/victim reasonably believed he or she was imminently threatened by harm from further violence if he or she remained in the assisted unit.**
 - d. The "Request for Transfer" form with certification attached, will be submitted to the Housing Coordinator for review and approval.**
- IV. If a participant tenant is issued an eviction notice from a private property owner or property manager:**
 - a. The Housing Specialist will review the lease violations with the property owner/manager to determine whether:**
 - i. The family or an individual family member is to be evicted, and**
 - ii. "Good cause" exists.**
 - iii. If necessary, staff shall remind the landlord that provisions of the VAWA make it illegal to bring an eviction action based on acts of domestic violence, dating violence, or stalking, or criminal activity "directly related" to such violence.**
 - b. If the participant/tenant claims protection under the VAWA, the Housing Specialist will issue a written notice:**
 - i. Requesting proof of the victim's status (certification), and**

- ii. Specifying the deadline by which the proof must be provided. The participant shall have a minimum of 14 business days to provide the certification.
- c. If the participant provides the requested certification within the specified timeframe, the Housing Specialist will:
 - i. Confirm the property owner/manager plans to proceed with the eviction process;
 - ii. Obtain a “Request for Transfer” from the tenant; and
 - iii. Submit the “Request for Transfer” form, with certification attached, to the Housing Coordinator for review and approval.
- d. If the participant fails to provide the certification within the specified period, the Housing Specialist will issue a “Notice of Termination” based on the eviction for “good cause.”

NONDISCRIMINATION POLICIES

PUBLIC NOTICE

To: - Rent Assistance Applicants - Disability Organizations
 - Tenants, Beneficiaries - Professional Organizations
 - Landlords, Owners & Agents - General Public
 - Employees - Social Service Agencies

The Scotland County Public Housing Agency, the N.E. MO Regional Planning Commission is hereby issuing the following notices in accordance with 24 CFR 8.54.

POLICY OF NONDISCRIMINATION ON THE BASIS OF HANDICAPPED/DISABILITY STATUS.

The Scotland County PHA, the N.E. MO Regional Planning Commission does not discriminate on the basis of Handicapped status or a person with a Disability in the admission to, or treatment of, or employment in their federally assisted programs or activities.

Oleva M. Riney, Housing Director for the N.E. MO Regional Planning Commission
Scotland County Public Housing Agency (660) 465-7281 (Voice)
P.O. Box 248 (660) 465-2442 (TDD)
Memphis, MO 63555 (660) 465-7163 (Fax)

has been designated to coordinate compliance with the nondiscrimination requirements contained in the U.S. Department of Housing & Urban Development's regulations. The SCPHA will carry out the public housing program of the agency in conformity with the Title VI of the Civil Rights Act of 1964, the Fair Housing Act, Section 504 of the Rehabilitation Act of 1973, and Title II of the American's with Disabilities Act of 1990, and will affirmatively further fair housing.

POLICY OF NONDISCRIMINATION IN REGARDS TO THE FAIR HOUSING ACT & EQUAL OPPORTUNITY HOUSING.

The Scotland County PHA, the N.E. MO Regional Planning Commission does not discriminate on the basis of Race, Color, Religion, Sex, Handicap, Disability, Familial Status or National Origin, in their admission to, or treatment of, or employment in their federally assisted programs or activities. Any complaints, discrimination activities or allegations may be referred or directed to the Housing Director listed above.